

Budget & External Affairs Division
Weekly Report for
Week of December 20, 1999 to December 24, 1999

Accomplishments:

External Affairs/Congressional:

Dave Evans briefed four staffers of appropriations member who were as yet unfamiliar with OAR programs. On December 20th he met with Adam Brink, staffer for Rep. Kolbe (R-AZ), Sean McGraw, staffer for Rep. Tom Latham (R-IA), Sean Dalton, staffer for Rep. Charlie Taylor (R-NC), and on December 21 he met with Karen Buttaro, staffer for Rep. Ralph Regula (R-OH). All visits went well.

The redesign of the OAR pop-up display has been finished. The new layout has been designed to illustrate our areas of research focus i.e. Climate, Atmosphere and Air Quality, and Ocean and Coastal Resources. Its first moment of public exposure will be at the OAR budget conference the week of January 10th.

Budget Formulation/Planning:

‘01 OMB Request: Updated OAR table spreading “final” OMB passback levels (before add-backs).

‘01 Congressional Request: Got consulting services exhibit done; submitted base, change, & other narratives; and developed & submitted OAR object class chart (4-digit) to OFA (object class & change narratives will require updates to reflect new budget add-backs).

OAR Bgt./Admin. Conf.: Contacted panel members regarding handouts, bio’s, & slides; confirmed Corporate Bodies panel; and worked on my overview & presentation slides.

Management/Policy/Program Analyses & Plans

‘00 OAR Operating Plan: Incorporated NOAA comments, ‘00 Approp., & mgt. issues (e.g., Boulder Rent) and confirmed w Team reps changes needed to milestones due to ‘00 Approp. (very few), and circulated plan to OAR management for final review.

Special Projects

Budget Analyst Vacancy: Helped shape it for release (posted for 12/22 - 1/26).

Budget Execution/Administrative Services:

Met with Administrative Services Staff to review priorities for the week to ensure that the Grants contract, Walter Childress contract, Renewal for BEA contracts and contract for OSS temp.

Reviewed several options presented by NOAA Budget Office for Deob and Goddard assessment. OAR selected Option Number 2 (by budget authority).

Reviewed overhead options presented by NOAA Budget Office that fall outside the Distribution/Indirect Cost Process. OAR took the view that the distribution rate/indirect cost methodology had already been blessed by the auditors, incorporated into CAM's. In addition, OAR and NMFS have already begun to transition their labs, centers and programs into the process for FY 2000. (Met with NMFS and NOS to review options before formulating response to NOAA Budget Office).

Revised OAR Congressional Table to include revised rescission of 7.5%. Called Formulation Budget Officer to inform him of the change so he could review and formulate a response. They are requesting the Line Office's prepare justifications and impacts on all PPA's and Line Items that were over spent by \$500k or more by December 22, 1999.

Called Mr. Dominic to request biography and material for OAR Budget Conference.

XEROX - Processing CD-435's for (I attempted to pull together 7/99, signed by Procurement 12/10/99);

Bell Atlantic Nynex (signed by Procurement until 11/30/99)

Lenox Park - CD-435 Completed. Obtained signed Purchase Order for Lenox Park. Completed actions items on Lenox Park except for letter to RJ Dominic. Physically moved items from Lenox Park Unit 702 to 1407 today, gave keys to Donna Brown, e-mailed Don Beran to update. Contacted LP to arrange furniture installation into 1407.

GATEWAY Invoice/Purchase Order to Finance.

FEDERAL DATA CORPORATION CD-435 research discovered submitted December 20th.

HC COMMUNICATIONS - Dee Dee, CT, TMG 12/28 a.m. meeting discussed this outstanding Requisition Request. CT said no information received from Olwen on brochure. A copy of an incomplete CD-435 with an e-mail from Olwen, dated December 21st, stating specifications for brochure was left on my desk I later on I ran into Olwen and asked her about obtaining a proposal, why not three bidders, how many brochures were needed, etc.

SKYTEL - I called Procurement and obtained signed Purchase Order (signed 12/29/99).

Procurement faxed a copy to me in order to pay.

James Olander CD-435 to Procurement 12/29.

Michele Reed CD-435 to Procurement 12/29.
Stephanie Harrington CD-435 to Procurement 12/29.

A Source (Don Beran Temp) Latanya Graham, will be on-board Monday, January 3rd. Joe Golden's old space is where she will be located.

Paid invoices - Skytel, Lenox Park, Michele Reed, Kenny & Company.

Met with Christine Maloy & Hyatt Arlington staff regarding the Winter Budget Conference. Submitted changes. Need to amend original Purchase Order to include additions.

Letters of apology completed to Ann Galloway, Lenox Park and Larry Frazier, Procurement.

Met with Julie Scanlon. I submitted telephone trouble 41-1's, Telephone work complete & current.

Requested Donna Brown to contact our MIS department to request computer hook-up for Latanya Graham.

Web/Boulder Activities

Made presentation on redesign and solicited comments and counsel from the Office of Scientific Support staff at HQ on the content of the three major themes and sub topics of the redesigned web site.

Finished and sent out draft agenda for visit to Boulder of Navy Vice Admiral; coordinated with lab and Operations Office on scope and content of briefings/tours.

Led public tour for four members of the public.

Took down holiday decorations; distributed prizes from awards reception contest.

Issues Worked On/Ongoing:

External Affairs/Congressional:

We are still in the process of updating Research in Your State and the ERL One-Pagers in preparation for the release of the President's Budget and subsequent rush of Hill Briefings on our new initiatives.

In association with the Office of Scientific Support and NOAA/OFA downtown, we are completing the documentation and supporting material for our new initiatives for FY 2001 in preparation for the release of the President's Budget to Congress February 5th. We received some encouraging last-minute increases for Climate Observations and Services from OMB after consultation between OMB and the Office of Science and Technology Policy (OSTP).

This week (Jan 12th) we will be conducting the OAR Budget Conference in Rosslyn, VA with attendance by representatives from NOAA headquarters budget office and our labs and programs around the country.

Budget Execution/Administrative Services:

Meet with Team to discuss Work to be completed for Budget Conference.

Working on preparation of speech for Budget Execution portion of the Conference.

Work with OAR Administrative Office on completing the remainder of Distribution FOPs completed and approved for OAR Headquarters and preparing tables for backup detail on Operating Budgets.

RJ Dominic letter of apology regarding Lenox Park

IDP

FACTS data entry

Update Procurement Log

Travel Order/Voucher Binder Organization

Budget Formulation/Planning:

'00 OAR Operating Plan: Incorporate any OAR Mgt. comments & submit plan to NOAA.

'01 Cgr.: Revise OAR narratives & exhibits to reflect final budget numbers.

Capital Improvements: Distribute to OAR info. on 10/26-28 CIP Conference & OFA allocations.

NOAA Budget Structure Task Force: Represent OAR--NOAA's Cgr. report & revised structure.

Web/Boulder Activities:

Continued pressure on labs, programs to get in their web page content paragraphs; also worked with oceans staffers to reach consensus on ocean resources key words.

Worked on policy for uses of common spaces in David Skaggs Research Center.

Upcoming Items:

External Affairs/Congressional:

Continuing the effort to keep new staffers and Congressmen informed on OAR activities, Dave Evans will meet with Carol McGuire, Staffer to Senator Pete Domenici (R-NM), Craig Felner, staffer for Senator Kay Bailey Hutchison (R-TX), and Nadine Berg and Lucy Hand, staffers for Representative Jose Serrano (D-NY).

Eddie Bernard will be coming to visit next week, and will be meeting with various hill staffers to provide updates on the Tsunami Hazard Mitigation Program. Scheduled are John Rayfield, professional staffer on the House Resources Committee, Warren Weinstein, staffer for Senator Diane Feinstein (D-CA), and Margaret Cumisky, Staffer for Sen. Daniel K. Inoué (D-HI).

The NOAA's 30th anniversary kick-off will take place this Wednesday, January 12 at 2 p.m. EST. Dr. Baker will be conducting the ceremonies from the meeting of the American Meteorological Society in Long Beach, CA, with satellite events taking place simultaneously at NOAA locations

around the country, including Boulder, Seattle, and Silver Spring.

Budget Formulation/Planning:

12/?: Scott Gudes review of OAR '00 Operating Plan with Dave Evans.

Budget/Admin. Conference: Work w 2 panels & Mary on final preparations.

'01 OAR Operating Plan: Develop call from Louisa in December for '01 milestones & out-years.